
INFECTIOUS DISEASES PREPAREDNESS/RESPONSE POLICY

Adopted: 04/15/2020

PURPOSE

The purpose of this policy is to provide guidance to Eaton County employees on how to prepare and act if an outbreak of an infectious disease, such as COVID-19, is deemed by public health officials to be present, or suspected to be present, in a county facility. For example, COVID-19 has caused a significant public health threat with the incidence in humans increasing.

The overarching goal of this policy is to aid in the protection of our employees, families, and community at large from infectious diseases by maintaining a consistently healthy work environment and is consistent with the County Emergency Operations Plan adopted by the Board of Commissioners on August 21, 2019.

Note: For any health emergency, department heads, employees, and others shall immediately CALL 911 for medical assistance.

ASSUMPTIONS

Infectious diseases are disorders caused by organisms — such as bacteria, viruses, fungi or parasites. Many organisms are harmless or even helpful. But under certain conditions, some organisms may cause disease. It's these conditions, that vary greatly, that caused this general policy to be written in broad terms. It is not comprehensive and does not constitute medical or legal advice.

Signs and symptoms vary depending on the organism causing the infection, but often include fever and fatigue. Mild infections may respond to rest and home remedies, while life-threatening infections require hospitalization.

Public health authorities will be the source for the most reliable and up-to-date information on infectious disease definition, prevention, mitigation, containment, and treatment. To that end, essential parts of this policy are derived from the **CDC's guidelines for infectious diseases** (Appendix A) with adaptations applied that are specific to Eaton County; **OSHA's report titled Guidance on Preparing Workplaces for COVID-19** (Appendix B); and the following instructions from the **Michigan Department of Health and Human Services:** (Appendix C)

- Cleaning and Disinfection for Facilities After Suspected or Confirmed COVID-19 Exposure
- I think I have been exposed to COVID-19, what should I do?

- When is it safe to leave home if you have symptoms of COVID-19 or live with someone who does?
- Prioritization Guidance for Personal Protective Equipment
- Optimizing Personal Protective Equipment During Crisis Capacity
- Coronavirus Disease (COVID-19) Workplace Checklist
- Managing Coronavirus Disease (COVID-19) in the Workplace
- Directions for Social Distancing, Self-Monitoring, Self-Quarantine, Self-Isolation

In regards to COVID-19, it is a new disease and public health experts are working to identify risk factors and steps to mitigate its effects and hopeful eradication.

ENHANCED AUTHORITY

Depending on the nature and severity of an outbreak, the County Controller/Administrator may be given temporary enhanced authority by the Chairperson of the Board of Commissioners to coordinate preparations and/or response to an outbreak as it directly relates to internal business operations; restrict or close county buildings; expedite flexible work schedules or job sharing; temporarily modify or suspend policies to expedite preparations and/or response; administratively approve new policies, procedures, and plans until such time that the Board of Commissioners can conduct a review as a governing board.

The County Controller/Administrator may grant department heads temporary enhanced authority that would directly support the work of the County Controller/Administrator as described above or to support the work of other department heads or county officials.

STAFFING AND SERVICES CONSIDERATIONS

The following considerations assume that employees are not subject to quarantine. Furthermore, depending on circumstances related to an outbreak, job positions may be subject to reduced work schedules, layoff, or furlough as determined by the Board of Commissioners.

- Employees assigned to critical positions shall be required to work as directed during an outbreak, either in-person or via telework. To the extent possible, and with measurable work goals, the county will promote telework opportunities.
- Employees assigned to essential positions shall continue to be available for work whether that work is in-person or telework. Further guidance will be provided by the employee's department head and/or County Controller/Administrator during an outbreak.

- Depending on the severity of an outbreak, employees assigned to non-essential/non-critical positions may be temporarily reassigned (assuming relevant skills and knowledge are present or training can quickly be performed) to assume the role of a critical or essential employee, either in-person or telework.

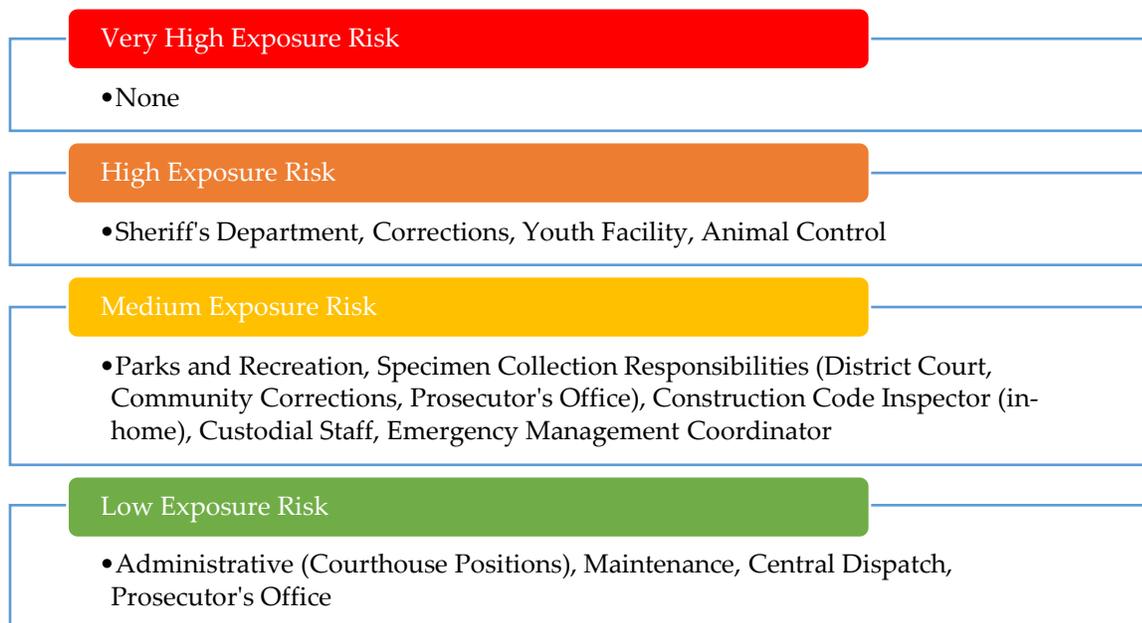
GENERAL PREPAREDNESS/PREVENTION

- In response to a public health announcement of a serious infectious disease outbreak, such as COVID-19, immediate steps shall be taken in county facilities to mitigate entry of a virus via employees, members of the public, and parcels as carriers of a virus. At a minimum, prevention shall include:
 - Implement enhanced security screening protocols including restricted access to buildings, the use of a health screening questionnaire (also widely distributed to individual departments), use of personal protection equipment (PPE), observation of visible symptoms relevant to the infectious disease, temperature check using an infrared thermometer, frequent use of alcohol-based hand sanitizer, and similar.
 - Strategic placement and maintenance of hand sanitizer stations in county facilities with frequent monitoring of supply levels in each station.
 - Discarding publications such as magazines from areas routinely used by the public and employees that may have been exposed to a viable virus.
 - Placement of signage and markers such as “Stop the Spread of Germs” signs from the CDC that are visible to employees and the public.
 - Designation of an isolation area inside a county building that can be closed off from the rest of the building: County Courthouse location shall be the Board of Commissioners Room #142; Sheriff’s Administration Building location shall be the Sheriff’s Training Room #F114A; Technology Services/Central Dispatch Building shall be Basement Room #102; Juvenile Court/Youth Services Building shall be Conference Room A or B, 551 Building shall be the Basement Drop-in Center Room ; Maintenance Building shall be Office #1; and Animal Control Building shall be the Holding Room.
 - Availability of cleaning products in each office for an “all hands on deck” approach to maintaining a healthy work environment.
 - Ramped up custodial and maintenance cleaning routines and schedules to include increased hours to clean and disinfect frequently utilized surfaces.
 - Periodic informational and/or planning meetings and correspondence with elected officials, department heads, employees, and other stakeholders to address virus concerns, including decisions regarding the structure (i.e., accessibility to

buildings, work schedules) of county operations during the event.

- Implementation of restricted access to county facilities or complete closure as warranted.
- Vigilance by County Controller/Administrator to stay informed about current events. Department heads will be briefed as needed on potential risks of new findings within Eaton County and/or our geographic region that may affect our business operating procedures.
- The Physical Plant Director shall continue to maintain a supply of PPE for use by employees such as the maintenance and custodial staff for cleaning and disinfecting of surfaces; and for use by security staff in order to safely perform screening of visitors entering the building. Additionally, cleaning supplies will remain available in each department office for daily cleaning of office spaces.
- The Physical Plant Director will develop plans with vendors for re-supply of PPE and sanitizing agents in the event of a disruption to normal operations due to a COVID-19 outbreak or similar.

COVID Exposure Determination for all Employees



The above diagram outlines the level of risk to the employees that work for Eaton County.

COLLABORATIVE PREPAREDNESS/PREVENTION

Note: individual courts and departments are asked to develop individualized policy and action plans that meet their specific operational needs.

- Prior to an actual public health event, County Controller/Administrator, Physical Plant, Emergency Management, along with guidance from Barry Eaton District Health Department, the CDC, Occupational Health and Safety Administration (OSHA), and other relevant public health agencies, will develop an understanding of the specific signs, symptoms, incubation period, route of infection, and the risks of exposure, regarding infectious diseases; develop plans for preventing, containing, and mitigating, a public health event leading to the eventual resumption of normal business operations.
- Working with elected officials and department heads, at least once per year, all employees will receive educational materials and/or training on the exposure risks, symptoms, and prevention of an infectious disease such as COVID-19 and personal strategies that should be used, such as:
 - Self-isolation when exhibiting symptoms; consultation with medical or public health officials.
 - Wash your hands often with soap and water for at least 20 seconds.
 - Use hand sanitizer with at least 70% alcohol if soap and water are not available
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash immediately then wash your hands.
 - Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
 - Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
 - Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet) from others when possible
- Post signs at the entrance to county buildings clearly stating restricted access or closure for those individuals presenting symptoms and that they may be turned away by an executive order of the Governor of the State of Michigan, local administrative order of the chief judge of the courts, public health order issued by Barry Eaton District Health Department, or executive order of the County

Controller/Administrator.

- Inform employees that to mitigate the risk of spreading an infectious disease, such as COVID-19, self-screening for exposure risk and signs and symptoms are necessary to maintain a healthy work environment.
- Employees must immediately inform their department head if symptoms develop while at work and then leaving the work place for medical examination and treatment or temporary self-isolation in the designated area for the building. The county provides sick leave and other forms of paid time off to assist employees when ill.
- The importance of self-isolation when symptoms are present. General medical guidelines include:
 - Free of a fever for 72 hours without the use of medicine that reduces fever.
 - Symptoms have improved – no cough or shortness of breath.
 - Related to COVID-19, received two negative tests in a row, 24 hours apart.
 - Of course, in all cases employees should follow the guidance of their healthcare provider and/or local health department.
 - Employees may wish to consult the CDC for useful information when symptoms are present: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

In some cases, Emergency Sick Leave and/or Family Medical Leave may be necessary. Contact the County Controller/Administrator's Office for assistance.

EMPLOYEE CARING FOR A FAMILY MEMBER

The information that follows is not a substitute for medical advice from your primary care physician or local public health official.

- County employees who are essential in the direct care of a family member with an infectious disease such as COVID-19 shall not be allowed to report to work until the employee has been isolated for at least 14 days following their last exposure to a virus; and the employee must present a medical clearance to the County Controller/Administrator's Office.
- The employee must notify their department head that they are unavailable to report to work. In some cases, Emergency Sick Leave and/or Family Medical Leave may be necessary. Contact the County Controller/Administrator's Office for assistance.
- Employees may wish to consult the CDC for useful precautions when caring for household members at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance->

[prevent-spread.html#precautions](#)

Notification COVID-19

If an employee suspects that they are exhibiting symptoms of COVID-19 these are the steps that they must take.

- Stay home. Do not come into work to notify your supervisor that you are not feeling well.
- An employee should call their immediate supervisor and let them know that they are ill and possibly exhibiting symptoms of COVID-19 or, if they suspect that they may have been exposed or have a confirmed diagnosis of COVID-19.
- Supervisor should then reach out to the Connie Sobie in the Controller’s office for further guidance.

Reporting Unsafe Work Conditions

Michigan law requires employers to provide their employees with “a place of employment that is free from recognized hazards that are causing, or like to cause, death or serious physical harm to the employee.” That being said, if you feel that your work place is not providing you with a safe work place COVID-19 or otherwise here are the steps an employee should take.

- Contact Connie Sobie in the Controller’s Office and advise her of the situation.
- If that does not lead to satisfactory resolution the employee may call MIOSHA at 1-800-866-4674.

Appendices are separate from this master policy document.

This policy and its attachments address the following elements of preparedness and response:	
• Promote and practice social distancing (at least 6 feet of separation)	Yes
• Promote telework (to the extent possible/feasible)	Yes
• Restrict access to buildings	Yes
• Use of PPE or similar	Yes
• Observation of symptoms and/or testing; health screening questionnaire; use of no-touch infrared thermometer with employees and general public	Yes
• Placement of signs/markers to “stop the spread of germs” (English and Spanish)	Yes
• Designated isolation area	Yes
• Promote hand washing	Yes
• Promote use of alcohol-based hand sanitizer	Yes
• Implement “ramped up” efforts to clean and disinfect common work surfaces (i.e., counters, doors, key pads, equipment)	Yes

<ul style="list-style-type: none"> • Stock cleaning supplies in each office 	Yes
<ul style="list-style-type: none"> • Stock protective equipment such as masks, gloves, etc. 	Yes
<ul style="list-style-type: none"> • Distribute protective equipment following OSHA's "Occupational Risk Pyramid for COVID-19" or otherwise as needed 	Yes
<ul style="list-style-type: none"> • Monitor supply chain for protective equipment 	Yes
<ul style="list-style-type: none"> • Administration and other stakeholders stay informed 	Yes
<ul style="list-style-type: none"> • Periodic communication with all stakeholders 	Yes
<ul style="list-style-type: none"> • Promote development of individualized department policies and plan, if needed, that are consistent with CDC, OSHA, local public health officials, and county administration 	Yes
<ul style="list-style-type: none"> • Annual employee training and educational materials on risks, prevention, mitigation, containment, etc. 	Yes
<ul style="list-style-type: none"> • Promote staying home if sick or caring for someone who is sick, self-screening, self-isolation, informing supervisor when sick 	Yes